

Inquiry Letter Sample for Price List and Terms of Payment

This **inquiry letter sample for price list and terms of payment** serves as a professional template used by businesses or individuals to request detailed information about product pricing and payment conditions from suppliers or vendors. It helps to clarify cost structures, shipping fees, discounts, payment schedules, and credit terms, ensuring transparent communication and facilitating informed purchasing decisions.

Sample Inquiry Letter

Your Company Name

Your Address Line 1

Your Address Line 2

City, Postal Code

Country

Date: [Insert Date]

Supplier/Vendor Name

Supplier Address Line 1

Supplier Address Line 2

City, Postal Code

Country

Dear Sir/Madam,

We are interested in your range of products and would appreciate it if you could provide us with your latest price list and detailed terms of payment.

Specifically, we would like to know the following:

- The unit prices of your products, including any available bulk order discounts.
- Shipping and handling charges to our location.
- Applicable taxes or additional surcharges.
- Payment methods and schedules (e.g., advance payment, credit terms, payment upon delivery).
- Return and refund policies.

We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]